

**VOLUNTEERS OF AMERICA ALASKA
COUNSELOR
POSITION DESCRIPTION**

Position Title: Chemical Dependency Counselor

Reports To: Director of Outpatient Services

Salary: \$20.00-\$24.00 per/hr DOE

Objective

The Chemical Dependency Counselor is responsible for counseling and client care functions at Volunteers of America Alaska outpatient program. The chemical dependency counselor is a fully functional member of the treatment team, develops and implements quality substance abuse and chemical dependency treatment for agency clients, and implements goal directed clinical interventions.

Essential Functions, Duties & Responsibilities

Chemical Dependency Treatment

- Responsible for the chemical dependency treatment of assigned clients.
- Develops and implements treatment plans, treatment plan reviews and produces client reports in a timely manner and in accordance to Medicaid regulations and agency policy and procedures.
- Implements treatment services and maintains client records in accordance to American Society of Addiction Medicine Patient Placement Criteria 2 (ASAM PPC2), CARF, Medicaid regulations, the Division of Behavioral Health requirements and agency policy.
- Develops therapeutic relationships with assigned caseload consisting of substance abusing and chemically dependent clients and conducts individual, group and family counseling as prescribed in the treatment plans.
- Provides crisis intervention services and case management services as indicated.
- Coordinates treatment services with his/her supervisor and the consulting psychologist.
- Responsible for the coordination of services with outside agencies and referral sources as appropriate.
- Coordinates the transfer to continuing care services or provides continuing care services when assigned by clinical supervisor.
- Communicates client status to client's families and other agencies as indicated and in accordance with confidentiality regulations and agency policy.
- Involves clients' family members in the treatment process.
- Maintains client confidentiality and safeguards client information as per Federal Regulations.
- Is an active member of the Assist team and contributes and participates in program improvement activities.
- Staffs clients in accordance to agency policy.
- Adheres to 42 C.F.R. and HIPAA privacy and security regulations at all times.

Knowledge, Skills and Abilities

- Bachelor's degree in the counseling field and a minimum of 1-year experience in behavioral health field
- Ability to obtain one of the following within 3 years of employment:
 - CDCII (Chemical Dependency Certification level II)

- NCACI (Nationally Certified Addiction Counselor I)

OR

- High School Diploma / G.E.D and 3 years' experience in the behavioral health / substance abuse field.
- Ability to obtain one of the following within 3 years of employment:
 - CDC II (Chemical Dependency Certification level II)
 - NCAC I (Nationally Certified Addiction Counselor I)
- Proven ability to work with diverse community groups; with a focus on Alaska Native people, knowledge of their values and belief systems and ability to provide culturally competent services
- Ability to make sound decisions based on information available.
- Excellent writing and communication skills
- Ability to work flexible hours (including days, evenings and some weekend hours.) Ability to travel if required (must have own transportation.)

Working Conditions

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in office areas. Interacts with staff, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- While performing the duties of this job the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to lift up to 25 pounds. The vision requirement includes close vision.

Acknowledgement

Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you may be required to perform. The omission of specific descriptions of duties does not exclude them from the position if the work is similar, related or can be considered essential to this position.

I have read and understand this job description and fully understand the requirements set forth herein. I accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will; that my employment may be terminated at-will by Volunteers of America Alaska or myself, with or without notice for any reason not expressly prohibited by law.

Printed Name of Employee

Signature of Employee

Date: _____